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TR: 5-8994

MEMORANDUM FOR: Acting General Counsel
Director Security
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, Medical Staff
Chief, Project Administrative Planning Staff
Chief, Management Staff

SUBJECT: Career Development of Junior Personnel

1. As an explanatory note to the General Instructions and Information sheet appended to the sample application for the Program for Career Development of Junior Personnel, which was sent you under cover of a memorandum from the Acting Deputy Director (Administration) on 5 August 1954, it might be well to call to your attention the following matter affecting DD/A personnel who may apply for this program:

a. Under Paragraph 2.B.(3), reference is made to the "BIC, Parts I and II" as an alternative to taking the OPS CS course, either one of which is a planning requirement for applicants to the Career Development Program in the event they have not taken any of the "old courses" specified in Paragraph 2.A. Parts I and II of the BIC should not be confused with the BIC (CS) and Phase II, which are generally required of DD/A personnel going overseas under the aegis of the DD/P.

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b. Parts I and II of the BIC refer to the old BIC (I) course, that one now supervised by [REDACTED] of the Office of Training, and given in Alcott Hall in three week installments, and not at [REDACTED] as is Phase II of BIC (CS).

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c. Additionally, Part I of the BIC may usually be eliminated as a requirement for any employee, if he or she has at least two years of service in the Agency, since much of its content concerns Agency internal organization. This means that any employee qualifying for consideration to the Career Development Program would have met this requirement, since eligibility criteria call for at least two years of Agency service.

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2. Training Liaison Officers may obtain schedules for Part II of the NTC, and for the other courses cited in the General Instructions and Information sheet, by calling Miss [REDACTED] Registrar in OTR, on extension 3026.

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Special Assistant to the
Deputy Director (Administration)

SA-DD/A:JAC:dlc (12 August 1954)

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